

**LOCAL GOVERNMENT GENERAL RECORDS RETENTION SCHEDULE
RECORDS RETENTION AND DISPOSITION**

SERIES #	SERIES TITLE AND DESCRIPTION	VITAL	RETENTION INSTRUCTIONS
LGRRD-001	<p>RETENTION SCHEDULES</p> <p>Records retention and disposition schedules of a local government or any of its departments or subdivisions as issued by the Delaware Public Archives.</p>		<p>Replace as updated.</p>
LGRRD-002	<p>RECORDS DESTRUCTION FORMS</p> <p>Destruction authorizations for local government records as approved by the Delaware Public Archives.</p>		<p>Retain at agency until no longer needed; transfer to Archives for permanent preservation.</p>
LGRRD-003	<p>RECORDS TRANSFER FORMS</p> <p>Lists of records transferred by local governments to a records center or to Archives for storage, preservation or imaging.</p>		<p>Retain at agency until no longer needed; transfer to Archives for permanent preservation.</p>
LGRRD-004	<p>RECORDS INVENTORIES</p> <p>Inventory of active and inactive records of the local government or any of its departments or subdivisions.</p>		<p>Replace as updated.</p>